



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
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WASHINGTON, DC 20350-1000

SECNAVINST 4650.16D

OLA

12 Sep 05

SECNAV INSTRUCTION 4650.16D

From: Secretary of the Navy

Subj: CONGRESSIONAL TRAVEL SUPPORT

Ref: (a) DOD Directive 4515.12 of 12 Dec 64, Department of Defense Support for Travel of Members and Employees of the Congress (NOTAL)
(b) DOD Regulation 4515.13-R of Nov 95, Air Transportation Eligibility (NOTAL)
(c) SECNAVINST 5720.44A
(d) Joint Federal Travel Regulations (Volumes 1 and 2)
(e) SECNAVINST 5031.1A
(f) SECNAVINST 5730.5H

Encl: (1) Accounting Procedures

1. Purpose. To prescribe Department of the Navy (DON) policy and procedures to support travel of Members of Congress, Congressional Staff, and dependents of Members of Congress.

2. Cancellation. SECNAVINST 4650.16C.

3. Discussion. References (a) and (b) prescribe Department of Defense (DoD) policy and procedures regarding travel support of Members and Staff of Congress. This instruction updates previous policy and establishes certain revised procedures for Congressional travel requests. The Chief of Legislative Affairs (CLA) and the Assistant Secretary of the Navy for Financial Management and Comptroller ASN (FM&C) are responsible for implementing the Congressional travel program within DON, in strict compliance with policy and procedures established by references (a) through (f). ASN(FM&C) Appropriations Matters Office (FMBE) is responsible for all travel by Congressional Members and Staff of the Senate Appropriations Subcommittee on Defense (SAC-D), House Appropriations Subcommittee on Defense (HAC-D), and the House Appropriations Surveys and Investigative Staff (HAC S&I). OLA is responsible for Congressional travel with all other Members, Staff, and Committees of the Congress including SAC and HAC Members who are not on their respective Defense Subcommittees. Local ground transportation may be provided without approval by higher authority when the purpose of

travel is of primary interest to, and bears a substantial relationship to programs or activities of the DoD, or as deemed appropriate by the senior escort officer.

4. General Policy Guidance and Information

a. SECDEF Approved Travel

(1) Nonsponsored: Nonsponsored Travel is travel conducted at the request of the Congress. The Assistant Secretary of Defense for Legislative Affairs (ASD(LA)) may approve nonsponsored travel for Congress when the request is submitted in writing to the SECDEF over the signature of the Leadership of the Senate, the Speaker of the House, or Chairman of the Congressional Committee on which the Member or employee serves; states that the purpose of travel is of primary interest to DoD and provisions of law authorize the expenditure by DoD; or that the travel is of official concern to Congress and provisions of law authorize the expenditure of public funds (ref (b)). Policy guidance for travel by spouses or other dependents of Members of Congress on board DoD aircraft is within the cognizance of the requesting official, and may be approved when appropriate justification is included in the written request.

(2) Sponsored: Sponsored Travel is travel conducted at the invitation of the SECDEF or SECNAV. ASD/LA may approve sponsored travel for Members and Staff of Congress by invitation of the SECDEF for any travel that may not be approved by SECNAV, including, but not limited to, travel of newly elected Members, travel outside the 50 states, or travel for multi-departmental orientation. A Member is considered newly elected until the expiration of the Congress in which he/she first takes his/her seat, or a maximum of two years for a Member of the Senate.

b. SECNAV Approved Travel. The Secretary of the Navy is delegated the authority to extend invitations for sponsored travel for non-multi-departmental travel within the 50 States for Members (other than newly elected) and employees of Congress. This travel is conducted in the interest of the Department and is consistent with reference (a). Examples of this travel include fleet embarks, orientation visits, ship launchings, christenings, and commissioning.

c. Travel Authorization Requirements:

(1) Senate and House Members. Refer to 4.a. and 4.b.

(2) Committee Staff. Committee Staff may be approved for sponsored or nonsponsored travel per paragraphs 4.a. and 4.b, with the following exceptions. House Appropriations Surveys and Investigative Staff (HAC S&I), Senate Armed Services Committee Staff, House Appropriation Committee Defense Subcommittee Staff may only be approved for nonsponsored travel as outlined in paragraph 4.a.(1). House Armed Services Committee Staff are approved by OSD/LA for nonsponsored travel with the 50 United States and Territories based upon a blanket written request from the Chairman to SECDEF. Any travel outside the 50 States and Territories for HASC Staff may be approved as outlined in paragraph 4.a.(1).

(3) Senate and House Personal Staff. Staff may be approved for sponsored or nonsponsored travel per paragraphs 4.a. and 4.b, with the following exceptions. For non-sponsored travel outside the 50 States, Senate Personal Staff may be authorized only as outlined in paragraph 4.a.(1) and only when they travel with the Member; House Personal Staff may be approved under paragraph 4.a.(1) only by request of the Speaker of the House.

(4) Senate/House District Staff. Approval for district Staff travel outside the district requires solid justification and a direct written request from the Member of Congress to SECDEF. District Staff may be authorized for local travel by SECDEF or SECNAV when there is no cost involved.

d. Travel to/from Home District for Members. Public Law 96-628 states "no appropriated funds shall be made available to support expenses between district/state and District of Columbia." Exceptions are:

(1) Those official trips specifically authorized by law for transportation expenses.

(2) Official participation in the funeral of a deceased Member of Congress.

(3) Official trip originating in district when Congress is not in session.

e. Space Available Travel for Members of Congress/Staff. Chapter 6 of reference (b) outlines authority and eligibility for Space Available travel. Congressional Members and employees of

Congress are not entitled to Space Available travel solely by virtue of their position in government. Per paragraph 6.A.8 of reference (b), space available travel shall not be used for personal gain, for a business enterprise, or outside employment.

f. Premium Class travel is defined by Federal travel regulations as any class of accommodation above coach class, that is, first or business class. When only two classes of travel are available the class above coach is considered first class.

Approval of Premium Class Travel: In accordance with DoD regulations and Secretary of the Navy delegation of approval authority, only the Secretary or the Under Secretary can approve use of first class travel accommodations. Within the DoN Secretariat, the Assistant for Administration is delegated the authority to approve business class travel accommodations. Blanket authorization/approval is not authorized.

Non-Sponsored Travel

Non-Sponsored travel is conducted when the Leadership (i.e., Speaker of the House) or a Committee Chair approves official travel for Members and/or employees of Congress (professional or personal staff) for non-DoD related purposes and requests a DoD escort in support of the travel. Authorization (for members and/or staff) for the expenditure of public funds, class of transportation (including Premium Class) and the per diem basis is included in this approval. The Secretary of Defense or his designee, the Assistant Secretary of Defense for Legislative Affairs, will approve DoD support of Non-Sponsored Travel.

When traveling on commercial transportation for non-sponsored travel, members and employees of Congress typically fly premium class. When Members and/or employees fly premium class, one DoD escort will be authorized to travel in the same class of commercial transportation as that approved for the Members or employees of Congress. When additional DoD personnel are authorized to travel as escorts, the additional DoD personnel will travel coach IF special circumstances (e.g., escorts cannot be separated from Members or employees of Congress due to critical time constraints of travel), prevail and when approved by the Chief of Legislative Affairs or the Deputy Chief, then more than one escort can also fly premium class.

Sponsored Travel. Sponsored travel is conducted in support of DoD programs and is authorized by the Secretary of Defense, his designee, or the Service Secretary concerned. Authorization (for Members and/or staff) for the expenditure of funds and per diem basis in accordance with paragraph C2204 of reference (c).

Coach class accommodations will be used by DoD escorts for all Sponsored Travel unless business or first class travel (i.e., Premium Class) is specifically authorized by the approving official. Where the Member or employee of Congress has specific authorization to travel in Premium Class, one DoD escort will be authorized to travel in the same class of commercial transportation as that approved for the Member or employee of Congress and additional escorts will travel in coach class.

g. Orientation Flights in Navy Aircraft. Orientation flight requests in Navy/Marine Corps aircraft are limited to Members and employees of Congress and may be approved by SECNAV under Chapter 4 of reference (b). Prior to Secretarial action, any such request will be coordinated with the command's capability and will be conducted on a non-interference basis with mission requirement. If events subsequent to approval prevent accomplishment of the requested orientation flight, the command will immediately notify the Chief of Legislative Affairs.

h. Invitational Procedures; Requirements for SECNAV Authorization. As noted in paragraph VB3 of reference (a), the authority to extend invitations for sponsored (non-reimbursable) Congressional travel rests with SECNAV and may not be delegated. Invitations involving sponsored (non-reimbursable) travel outside the limitations prescribed in paragraph VB3 require approval by SECDEF (see paragraph VB4). In either of the above cases, however, any individual or command with the DoN must obtain authorization from SECNAV prior to inviting a Member Congress or a Staff Member to any activity for orientation or for a ceremony, dedication, or other special event when transportation (other than by local military sedan) is to be provided by DoN. The request for authorization will be directed to SECNAV, via the Chief of Legislative Affairs or the ASN(FM&C) Appropriations Matters Office (FMBE), SAC-D, HAC-D, or HAC S&I, and will contain the Following information:

- (1) Identification of event.
- (2) Proposed invitee(s).
- (3) Date(s) and time(s).

- (4) Location.
- (5) Desired means of travel.
- (6) Purpose.

If approved by SECNAV, the Offices of Legislative Affairs (OLA) and ASN(FM&C) Appropriations Matters will assist as required in making arrangements, obtaining transportation, providing escorts, and handling other necessary details such as official orders and funding for the trip.

i. "Quick look" Congressional Travel. SECNAV may periodically approve a program for travel of Members of Congress in conjunction with Navy/Marine Corps command orientation. All command orientation Congressional travel will be:

- (1) Limited to Members of Congress.
- (2) Accomplished at minimum cost by using available military aircraft resources, lodging, and meals.
- (3) Regularly scheduled for maximum utilization of established, standard itineraries.
- (4) Limited to an approved number of Members for each regularly scheduled orientation, considering available transportation resources.

j. Ship Ceremonies. Applicable general guidance may be found in reference (c), Section 0411, and reference (e). The Chief of Naval Information is designated the coordinator of all ship ceremonies. Per reference (e), Commander, Naval Sea Systems Command will forward accounting data to Supervisor of Shipbuilding, Conversion and Repair (SUPSHIP) and Commanding Officer Pre-Commissioning Unit (CO PRECOMUNIT), or Fleet Introduction Team (FIT) as appropriate to be used for Invitational Travel Orders. In accordance with the NAVCOMPT Manual the following applies:

(1) Keel Laying. No entertainment costs, such as personal expenses of the official speaker and guests, will be charged either directly or indirectly to shipbuilding funds or to any Navy appropriations. The contractor controls the expenditures and bears the cost of all expenses. However, SECNAV, upon advice of OLA, may authorize Members of Congress to attend these significant ceremonies.

(2) Launching/Christening/Commissioning. Travel expenses of sponsors authorized by reference (d), Volume 2 are allowable. However, there is no authority to pay the travel expenses of the children of sponsors because they travel voluntarily and do not perform an official function. Travel expenses of sponsors will be included as part of the construction cost of the ship. In the case of contracts at private shipbuilding yards, sponsors' travel expenses, which are to be reimbursed directly to the sponsors by the Navy, will be paid from the Shipbuilding and Conversion, Navy (SCN) appropriation.

(3) Designation by SECNAV of a Member of Congress only as sponsor or official speaker in a ship ceremony constitutes Secretarial approval for OLA to schedule DON assets for requisite travel. SUPSHIPS and/or CO, PRECOMUNIT as appropriate will pay for expenses for the trip and as stated in reference (e). If there are seats available on DON assets, travel only (not room/meal or incidental expenses) will be provided to the following persons when they accompany the Congressional Member to the ceremony:

(a) The Congressional Member's spouse and dependents

(b) Up to two Staff of the Congressional Member

(c) Up to two other invited guests of the Congressional Member.

Travel of other persons not specifically authorized by this paragraph will be considered for approval only by SECNAV upon written request by the Member.

k. Reporting Requirements. Reference (a), paragraph IV, directs OLA to forward travel reports to the ASD(LA) on a weekly basis. Accordingly, addressees who have conducted or have been in charge of Congressional travel will forward the information listed below to OLA within one week after travel:

(1) Name, title, and function of participants

(2) Purpose and complete itinerary

(3) Mode of transportation

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(4) Approving authority. Include a copy of the approval letter

l. Reporting of Travel Utilizing In-theater Aircraft. SECDEF, via ASD(LA), is the only approving official for in-theater military air for Congressional Members and employees of

Congress. On overseas trips, when a field commander provides air travel as described and authorized in paragraph VA4 of reference (a), the required report of travel will be forwarded expeditiously to SECNAV, via OLA.

m. Financial Management. Enclosure (1) prescribes policy regarding authorized/unauthorized expenditures and financial responsibilities relevant to the Congressional travel program.

5. Reports. The reporting requirements contained in paragraphs 4k and 4l are exempt from reports control by SECNAVINST 5214.2B.

6. Forms. NAVCOMPT 2277 (8-88), Voucher for Disbursement and/or Collection, S/N 0104-LF-003-0800 may be ordered from the Navy Forms Online website at <http://forms.daps.dla.mil/order>. NAVCOMPT 0-139 (11-77), DON Travel Order for Congressional Members and staff may be obtained from the Assistant for Administration, Office of the Under Secretary of the Navy at <https://www.fma.hq.navy.mil>.

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ACCOUNTING PROCEDURES

1. Discussion. Within the Department of the Navy's (DON) Congressional Travel Program:

a. The Principal Deputy Assistant Secretary of the Navy, Financial Management & Comptroller (PADSN(FM&C)) sponsors and provides coordination for travel pertaining to Navy/Marine Corps programs by Members and Staffs of the Senate and House Appropriations Committees and Defense Subcommittees.

b. The Chief of Legislative Affairs (CLA) sponsors and provides coordination for travel with regard to Navy/Marine Corps programs by Members and Staffs of all other Senate and House Committees.

c. The responsibilities of the Office of Legislative Affairs (OLA) and the Assistant Secretary (Financial Management and Comptroller) include providing an escort officer, processing travel orders, making travel arrangements, and coordinating Congressional travel between the traveler and the appropriate Navy/Marine Corps activity.

d. OLA and Assistant Secretary (Financial Management and Comptroller) will provide advance travel funds, and upon completion of the trip, approve the settlement and liquidation of claims.

2. Authorized Expenditures (regardless of travel authority). The following is a list of authorized expenditures for the official party. The escort officer must determine when an expenditure is both official and necessary and must be prepared to explain expenses upon completion of travel.

a. Lodging (hotel, motel, government quarters) when the official travelers do not receive per diem.

b. Meals and refreshments when the official travelers do not receive per diem. For meals paid as a group, including in-flight expenses, a pro-rata share must be collected from each official traveler and military escort on per diem, and all non-official participants (spouses, guests).

c. Official communications (telephone/telegraph) when made by a Member or Staffer. In cases where the escort makes official calls, or the calls are reported on his/her hotel receipt, the escort should claim reimbursement on his/her travel voucher.

d. Purchase of in-flight supplies (for official guests only).

e. Gratuities (tips on baggage, meals and hotel service, porters, taxis, etc.). Tipping should be consistent with local custom, wages, and exchange rates; the Embassy control officer can give guidance on appropriate tips. Tips should not exceed 15 percent for meals or other pertinent services. Tips for hotel services (baggage in/out, concierge, etc.) will be billed to hotel charges whenever possible.

f. Valet services (laundry, dry cleaning) which would not have been encountered except for the travel.

g. Official commercial ground transportation. On overseas trips, the State Department congressional account funds this transportation.

h. Control room supplies for the official party.

i. Fees for traveler's checks.

j. Photographic supplies for the purpose of documenting the official portion of the trip (One copy only for the senior Member/Staff).

k. Flag pins for overseas travel.

3. Unauthorized Expenditures (on all trips, unless specifically authorized by SECDEF, SECNAV, or by the Committee Chairman/Leadership for public law/Leadership sponsored travel):

a. Smoking material.

b. Personal convenience articles (i.e., toilet articles, razor blades, etc) except items of necessity purchased for use on special air mission or Military Airlift Command team travel aircraft.

c. Personal services (haircuts, sauna, health clubs, shoe-shines).

d. Personal communications (telephone/telegraph).

e. Souvenirs, gifts, flowers, birthday cakes, etc.

f. Commercial transportation beyond official use (shopping trips, sight-seeing).

g. Gratuities to federal employees.

h. Entertainment expenses (movies, in-room/in-air movies, theater/stage shows, bar expenses not associated with a meal, etc.).

4. Financial Responsibilities. As the major claimant for the Navy Secretariat and Staff offices, the Assistant for Administration, Office of the Under Secretary of the Navy (AAUSN) budgets for all travel performed by Congressional Members and their Staff which is the responsibility of and charged to the DON. Funding is provided to Assistant Secretary (Financial Management and Comptroller) and OLA by AAUSN via operating targets. When travel is performed by Congressional Members and their Staff at Navy expenses:

a. A NAVCOMPT 0-139 should be prepared by the applicable Navy coordinating office for each trip and if a travel advance is required, a NAVCOMPT 2277 will be prepared. Both forms will be approved and signed by the holder of the Congressional travel funds being charged.

b. A copy of each NAVCOMPT 2277 and travel order will be forwarded to and retained by AAUSN for use in obligating expenditures against Congressional travel.

c. The settlement or liquidation of travel expenses is to be made within 10 days upon completion of the travel. The escort officer or the Navy Congressional Liaison Officer will utilize a Summary of Expenses Worksheet to account for all Congressional expenses with receipts attached on letter-size paper.

d. OLA and Assistant Secretary (Financial Management and Comptroller) shall submit to AAUSN a Summary of Expenses Worksheet charges, and/or copies of airline ticket refunds/credits processed; or, if applicable, an approved NAVCOMPT 2277 requesting reimbursement for expenses in excess of the authorized travel advance.

e. AAUSN will provide the applicable holders of Congressional travel funds with a monthly status of funds report and will provide any necessary assistance in the preparation of travel documents for which the Navy coordinating office is responsible.